<PROJECT NAME> QA ASSESSMENT REPORT

TYPE OF ASSESSMENT:	<XXX> CONFIGURATION MANAGEMENT PLAN FOR THE <XXX> PROJECT, DATED OCTOBER 2003
ASSESSMENT DATE:	NOVEMBER 14, 2003
AUDIT TEAM:	<ASSESSMENT TEAM MEMBER NAMES>
DATE OF REPORT:	NOVEMBER 20, 2003

Background

The <PROJECT NAME> Quality Assurance Organization has completed a product assessment of the <XXX> Configuration Management Plan. This assessment was performed to evaluate the level of detail, accuracy of the content, and document compliance to contractual requirements (specifically Data Item Description <XXX>-CMP-19). As a formal contract deliverable, the Configuration Plan for the <XXX> Project requires government review and approval within 20 business days.

Reference Documents

- Configuration Management Plan for the <XXX> Project, 110-<XXX>-001, dated October 2003
- <XXX> Statement of Work for Task <XXX>
- Contract Data Requirement List (CDRL) for GSFC Contract NAS5-XXXXX

Summary of Results and Recommendations

As a result of this assessment, <PROJECT NAME> QA recommends that this document be updated to address the following modifications and be submitted for a second review:

1. Section 3.0, It is not clear what the role and responsibility of the <PROJECT NAME> Configuration Management Manager is and how it differs from the CM Lead. Who chairs the CCBs?
2. Section 4.3.3 states that Hardware Management is a property management function and covered under the <XXX> Procurement Management Plan. It is not clear if the hardware is under CM control by <PROJECT NAME> or <XXX>.
3. Section 4.3.3 states that software licenses are not directly controlled by CM. It is not clear who owns and/or manages the Licenses process and how CM interfaces with the group that owns the process.
4. Section 5.2, Configuration Control Boards. Would suggest updating the section to include Modification Request (MR), NCR, and Trouble Ticket responsibility.
5. Section 5.5.1.7, Source Code Delivery Process. Are the scripts that are used to ensure the correct synchronization of the build products, source, object, and libraries under configuration control?
6. Section 5.3.8, Deployment <XXX> was not described under the 3.1 Organization Structure and does not appear in Figures 3.1-1 and 3.1-2.
7. DID Description “k”, The organization planned for the management of the configuration program, including the internal interfaces between the configuration management organization and the other elements of the Contractor’s organization. Recommend that a high-level process flow with input and output between the different CCBs and support groups be added to this plan. The Figure 3.1-2

CM and DM Organization helps to show the organizational structure. It would be helpful to see the data and process flow.

8. DID Description "n" made reference to "proposed engineering changes are fully coordinated, evaluated, and resolved in timely manner…". The CCB process described within this document does not fully describe the timeliness of the <XXX> Contractors processes. Recommend updating the plan with frequency of CCB's (daily, weekly, etc.).
9. DID Description "m" and "o", the engineering release system for processing of all engineering changes to the drawings and specifications. Drawings where mentioned as part of the CCR closure process but were not covered as a separate activity. Recommend that additional information be supplied on drawings**.** Section 4.3.1, states that <PROJECT NAME> manages the Interface Control Drawings. It is not clear if this is the <PROJECT NAME> CCB or another group within <PROJECT NAME> and if drawings are under CM control.
10. DID Description "P", The subcontractor control system for extending configuration management to subcontractor/suppliers. No subcontractor/suppliers were mention within this plan.
11. Over thirty references were made to <XXX> procedures, work instructions, and/or Technical Documents that are owned by the <XXX> contractor or NASA GSFC. The CM Plan points at many of these documents as sources for obtaining additional details to support this plan. Recommend that a table be provided to summarize all internal procedures and work instructions referenced within this plan.